

## Aktion Club district administrator

### Position summary

Responsible for providing quality and efficient leadership to, and administration of, the Aktion Club district organization as a vital component of the Kiwanis family. A significant contribution of time and personal resources are usually required. The administrator is appointed to serve a one-year term at a time, from April 1 through March 31.

### Position responsibilities

#### **AMBASSADORSHIP**

District administrators are the “face” of the program in their district. This means they should be advocates for the program, represent the program at district events and generally serve as the primary “go-to” person for the program in their district.

#### ***Position requirements:***

- Serve as primary liaison between the Aktion Club and the Kiwanis district.
- Develop a positive working relationships with the Kiwanis district governor, governor-elect, secretary and other district leadership.
- Provide training and information on Aktion Club sponsorship at district events.
- Attend the Kiwanis district convention, mid-year conference and other meetings/ conferences as appropriate.
- Promote the Aktion Club program throughout the Kiwanis district through articles, social media, newsletters and presentations.
- Understand the Working with Aktion Club Member Guidelines document and how it relates to Aktion Club programming.

#### ***Additional best practices:***

- Meet with incoming Kiwanis district governor to clarify roles and expectations of the Aktion Club district administrator position.
- Communicate and develop a working relationship with all Kiwanis-family district administrators to strengthen all Service Leadership Programs in your district.
- Communicate with sponsoring Kiwanis club, sponsoring agency and interested others.

### **OPENING NEW CLUBS**

District administrators are the primary drivers for strengthening membership in their district. Their role is to support new clubs through the club-opening and chartering processes. Administrators should also find opportunities in their district to promote the program to potential host sites (agencies working with individuals with disabilities, group homes, etc.).

#### ***Position requirements:***

- Provide assistance by facilitating the relationship between potential Aktion Club host sites and Kiwanis clubs
- Develop effective strategies for membership recruitment, development and retention for existing Aktion Clubs
- Present Aktion Club program to potential sponsoring Kiwanis clubs and potential sponsoring local and state agencies

### **CLUB SUPPORT**

District administrators should offer regular communication and support to both Kiwanis advisors and club advisors. Administrators should find ways to recognize the work of the advisors and develop means to help them do their best work.

#### ***Position requirements:***

- Coordinate a communication plan with the Aktion Club advisors and members with a focus on strengthening existing clubs.
- Encourage and assist clubs to complete the quarterly report.

#### ***Additional best practices:***

- Develop a schedule for communicating with both Kiwanis advisors and club advisors, with clear objectives and goals for the communication.
- Attend club meetings and division council meetings as invited, when possible.
- Provide educational materials and resources to advisors:
  - Service project ideas
  - Fundraising ideas
  - Club officer training
  - Preferred charity information
  - Provided to you from Kiwanis International, through weekly emails, as appropriate

## COMMITTEE LEADERSHIP

District administrators are encouraged to establish and oversee a committee of adults to help carry out district responsibilities. Therefore, it's important for administrators to be good leaders/coaches and good at putting people in positions where their strengths match program needs.

### *Position requirements:*

- Communicate with and train committee members to promote Aktion Club programs within the district.

## LIAISON TO KIWANIS INTERNATIONAL

District administrators are the primary link between the Kiwanis International staff and their district. Responsibilities include providing updates, responding to requests, providing assistance in billing/membership issues, forwarding information and representing the interests of Kiwanis International.

### *Position requirements:*

- Assist with Aktion Club dues collections.
- Support Kiwanis International's efforts to maintain current records of advisors' names and contact information.
- Provide constructive input regarding program development.

### *Additional best practices:*

- Forward news articles and photos for use on websites and in publications of Aktion Club International ([shareyourstory@kiwanis.org](mailto:shareyourstory@kiwanis.org)).
- Attend the Aktion Club Training and Leadership conference.
- Attend the Kiwanis International convention and assist Kiwanis International staff with promoting SLP sponsorship.

## **DISTRICT EVENT MANAGEMENT**

The district administrator may plan and execute an Aktion Club district convention and/or conference.

### ***Position requirements:***

- Serve as individual assuming responsibility at all Aktion Club district events
- Host an annual Aktion Club district convention:
  - Promotion
  - Program/schedule development
    - Convention registration fees
    - Keynote and workshop speakers
    - Convention program (possible advertising)
  - Execution of event
- Coordinate the annual contests and awards, elections

## Suggested qualifications

### ***Educational background:***

- Bachelor's degree preferred, but not required

### ***Experiences:***

- Working with individuals who have disabilities
- Building effective teams
- Maintaining positive working relationships
- Communicating and supporting a network of people
- Developing, presenting and delivering strategic program plans
- Dealing with conflict management
- Financial planning and budgeting
- Event planning

### ***Other:***

- Computer proficiency
- Internet and email access
- Kiwanis membership
- Previous experience with Aktion Club